Commonwealth of Kentucky
Cabinet for Health and Family Services

Information Technology (IT) Policies

065.004 New Application Development

Version 2.0
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Revision History

Date	Version	Description	Author
5/2/2005	1.0	Effective Date	CHFS IT Policies Team Charter
2/3/2015	1.0	Revision Date	CHFS IT Policies Team Charter
2/3/2015	2.0	Review Date	CHFS IT Policies Team Charter

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065.004 New Application Development

Category: 065.000 Application Development

1.1 Policy

IT requires review and analysis of all new in-house application development efforts. All new application development shall follow established IT standards. Enhancements to existing systems will follow the processes outlined in CHFS IT Policy #065.014 – Software Development Lifecycle. SharePoint sites created by the Division of Systems Management (DSM) are not included in this policy, unless custom coding is required.

All new application development efforts must:

- Be submitted to the IT Technical Architecture (TA) group for analysis and approval of the technical architecture of the solution. Submissions must be in accordance with IT Standard 024.001.

- Have customer sign-off on vision, scope, and optional functional requirements documents.

- Go through a security assessment performed by the OATS Security Office or an approved contractor.

- Undergo user acceptance testing and receive user sign off before it is deployed into production.

1.2 Scope

This policy applies to all CHFS IT employees and contractors, including all persons providing contractor services, who use, process, or store computerized data relevant to agency business on a COT maintained server(s).

1.3 Policy/Procedure Maintenance Responsibility

The Office of Administrative and Technology Services (OATS) Division of Systems Management (DSM) is responsible for the maintenance of this policy.

1.4 Applicability

All CHFS IT employees and contractors shall adhere to the following policies.

1.5 Exceptions

Any exceptions to this policy must follow the procedures established in CHFS IT Policy #070.203.

1.6 Review Cycle

Annual

1.7 Cross Reference(s)

- CHFS IT Standard #8100 - Application Development Methodology & Software
- CHFS IT Policy #070.203 – Exceptions to Standards and Policies.
- CHFS IT Policy #065.014 – Software Development Lifecycle